

DATE: April 9, 1998

SUBJECT: INTERNAL OPERATING PROCEDURES (IOPs) AND DEFINITIONS

1. IOPs.

These “Internal Operating Procedures” (IOPs) cover the essential processes of this court.

Each chambers will be supplied with two copies of this IOP book; each office with one copy. Each IOP will be numbered.

Each chambers and office is responsible for maintaining its copy of the IOP book current.

2. Definitions.

“Session” -- The sitting of a panel to hear a series of calendared cases over a set period of days.

“Court Session” -- The period of days in which one or more panels is sitting.

“Presiding Judge” -- The senior active judge sitting with a merits panel.

“Lead Judge” -- The motions panel member designated to receive and initially consider motions and their disposition.

“Submission” -- Occurs immediately after hearing, or on the date a case is submitted on the briefs.

“Issuance” -- Occurs when the clerk makes an opinion or order available to the parties, public, and subscribers, whether directly or by direction to a printer of opinions.

“Disposition Sheets” -- Issued by the clerk, as required, to reflect daily and weekly dispositions.

“Motions Panel” -- Three judges assigned on a rotating basis to review motions received during a prescribed month.

“Merits Panel” -- Three or more judges assigned to consider the briefs, hear oral argument, if any, decide the case, and render an appropriate opinion or opinions. Where appropriate, “merits panel” may be read as including “the court en banc.”